

CITY OF MAROA

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TED AGEE, CITY ADMINISTRATOR
CRYSTAL PARROTT, CITY CLERK
RANDI AMETTIS, TREASURER

CITYHALL@MAROAILLINOIS.GOV

Title: Custodian

Reports to: Site Supervisor

Supervises: None

FLSA: Part-Time, Non-Exempt

General Summary:

Under the general supervision of the Site Supervisor, the Custodian has the primary responsibility for cleaning City facilities in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to develop and follow daily, weekly and monthly cleaning schedules for areas including, but not limited to, hallways, gymnasiums, office areas, bathrooms, storage areas, kitchens, dining areas, reception halls, entrances and walkways. The custodian will be responsible for performing these duties primarily at City Hall, but other facilities will be included as necessary. Additional duties may include light general building and grounds maintenance.

Essential Functions:

1. Develop and complete the facility's daily, weekly and monthly cleaning schedule. These duties include:
 - a. Collect all garbage from the facility, placing garbage in a closed dumpster daily.
 - b. Place recycling containers at curb for pickup bi-weekly.
 - c. Disinfect and clean trashcans as needed.
 - d. Wash and sanitize bathrooms fixtures daily.
 - e. Wet mop all washable floors as needed.
 - f. Wash windows (inside and outside) and walls as scheduled or needed.
2. Vacuum all carpeting daily.
3. Dust, wash and sanitize other surfaces and furniture as necessary.
4. Perform other cleaning duties as necessary.
5. Refill paper towel, tissue, toilet paper and hand soap in all dispensers.
6. Change light bulbs, as needed.
7. Report the following to the Director, or designated staff person:
 - a. Presence of animals, vermin or insects.

- b. Need for cleaning supplies or equipment repair in advance.
 - c. Water leaks, and other maintenance needs.
 - d. All other health and safety hazards noticed.
- 8. Participate in emergency drills and environmental safety activities, as requested.
 - 9. Attend and participate in required trainings.
 - 10. Perform other duties as specified or as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Recommended Employment Qualifications:

Education:

High School diploma or equivalent.

Experience:

Experience in the custodial field is desirable. Knowledge of proper cleaning methods required. Effective oral and written communication skills commensurate with the responsibilities of the position are required.

Additional Requirements:

Ability to present a positive image of the organization to members of the community. Visual acuity within professionally determined normal ranges, with correction if needed. Manual dexterity sufficient to manipulate cleaning supplies and equipment is required. Must have effective cleaning, organizational, problem solving, and time management skills. Must be able to physically move through various facilities. Ability to lift 55 pounds is required. Successful experience working as an effective member of a team is desirable. Regular access to a reliable vehicle, a valid Illinois driver's license and vehicle insurance is preferred. Must possess flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

Working Conditions:

Tasks that involve possible exposure to blood, bodily fluids or tissues. This job involves standing for long periods as well as walking, stooping, squatting, lifting, carrying, pushing and climbing. Able to work a flexible schedule is required. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Wearing of protective equipment, such as latex gloves, per OSHA regulations is required.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.